

## Creating your Learning Center Account and completing online training

Please read these instructions carefully. It may be helpful to print them! There are some very important things to remember:

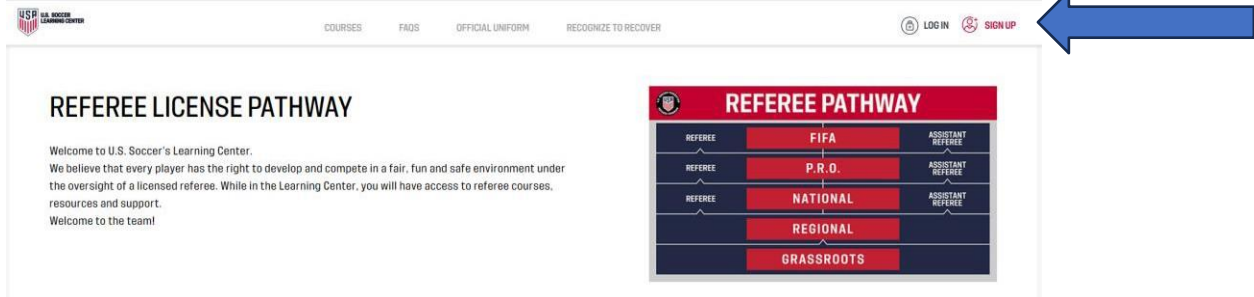
- Items marked in **BOLD** text indicate areas where there are common mistakes. Be extra attentive there!
- You will be creating accounts both here at the Learning Center and in Officials Management System (OMS) and these systems communicate with each other. **It's VERY important that the names match exactly in all your accounts** – don't use "Jim" in one place and "James" in another. If you need to use a suffix, like "Jr." or "III" make sure that it's entered in the "suffix" field (if available) or that the punctuation and spacing in the "last name" field is exactly the same in all accounts. The name should be your "legal" name.
- Birth dates must match exactly. PLEASE double check to make sure there's no typo in the birth date.
- **Beware of AUTO-FILL!** Some browsers will save you time by recognizing your name and address and entering it for you. Problem is, a parent enters a child's name, the address pops up automatically, and the parent hits enter to save time re-typing the address. Unfortunately, in most cases, this will change the name of the person to the parent's name, and we wind up with Mom or Dad registered instead of the child. If you use auto-fill, make sure that the correct name still appears in the name field!
- Each referee must have his/her own primary email address because that becomes the username for the account. If you change the primary email address, the new address becomes your username. Both the Learning Center and OMS have fields for a secondary or parent email address. The same address can be used in multiple "secondary" fields (like a parent registering two children). If the registered referee is under the age of 18, a parent's email address is required in the secondary address field. If over the age of 18, you have the option of including a second email address. (Be aware, if the same address is used in multiple accounts, when group emails you will receive an email for each account that uses the address.) PLEASE NOTE: And you will see this again in the instructions, but it's important. When you create your Learning Center account, a verification email will be sent to BOTH addresses. The account will not be accessible until BOTH email addresses are verified.
- If you have trouble logging into your account, **NEVER create a new account** – that will just make it worse. Follow the online instructions for recovering your password.

These instructions include graphics to (hopefully) make the process clearer. It looks like a lot, but most of the space is occupied by graphics. If you follow the instructions step-by-step it only takes about five minutes to create the account.

If you run into problems, send an email to Tom Ross ([sdi@wnyreferee.org](mailto:sdi@wnyreferee.org)) or Michael Tata ([sra@wnyreferee.org](mailto:sra@wnyreferee.org)). Please include the name of the referee who is attempting to create the account, the step number in the instructions where you ran into the problem, and the error or alert message that you are receiving. We can generally help with the issue if we have that information.

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1. In your browser, go to <https://learning.ussoccer.com/referee>. In the upper right corner of that page, click on “SIGN UP.”



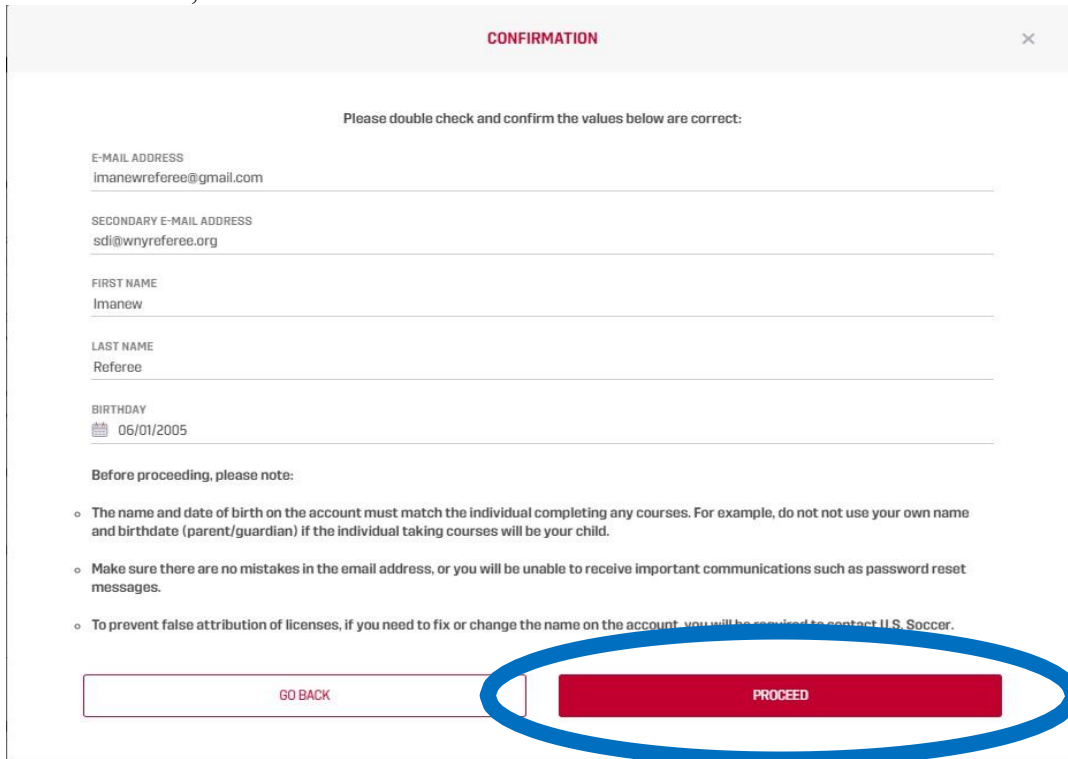
2. Enter the referee’s personal information on this page (shown below). **Remember to use the same (full) name and email address in all the accounts! Beware of “auto populate!”** Make sure the referee’s name – not a parent’s name – shows up after you enter the address!

The screenshot shows the registration form for a referee. The form is titled 'REFeree PATHWAY' and includes the following fields: EMAIL \* (Imanowreferee@gmail.com), PARENT OR GUARDIAN EMAIL (sd@wmyreferee.org), PASSWORD \* (masked), CONFIRM PASSWORD \* (masked), FIRST NAME \* (Imanow), LAST NAME \* (Referee), GENDER \* (MALE selected, FEMALE, What's this?), BIRTHDAY \* (05/01/2005), CHOOSE YOUR ROLES (COACH, REFEREE selected, BOTH, What's this?), MAILING ADDRESS (123 Main St.), APT / UNIT / SUITE, CITY \* (Buffalo), STATE \* (New York), ZIP \* (14203), COUNTRY \* (United States), PHONE \* (+1716-454-2020), ETHNICITY \* (White), and two checkboxes: I AGREE TO THE TERMS OF USE and I AGREE TO THE PRIVACY POLICY. A blue arrow points to the SIGN UP button at the bottom right.

Check the two boxes at the end. When all information is added, click on “SIGN UP.”

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3. You will see a confirmation window showing the information that you entered. If all is correct, click on “PROCEED.”



**CONFIRMATION** ×

Please double check and confirm the values below are correct:

E-MAIL ADDRESS  
imanevreferee@gmail.com

SECONDARY E-MAIL ADDRESS  
sdi@wnyreferee.org

FIRST NAME  
Imanev

LAST NAME  
Referee

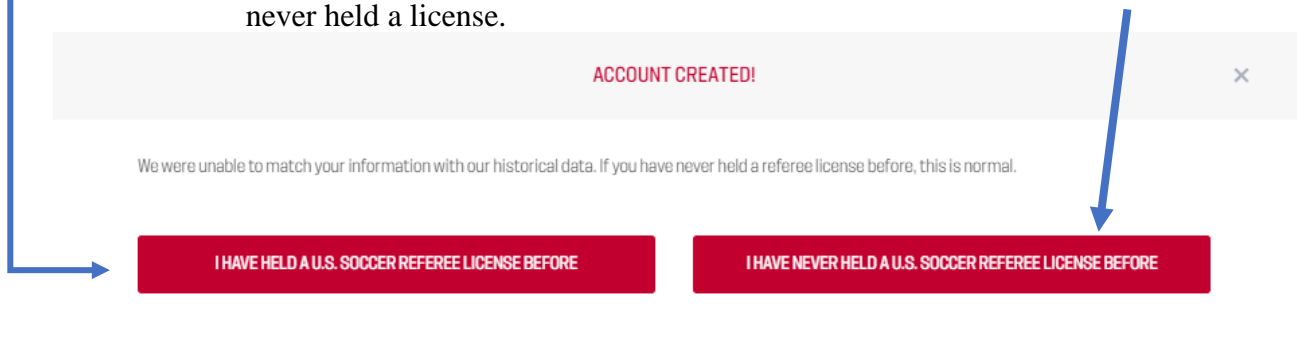
BIRTHDAY  
06/01/2005

Before proceeding, please note:

- The name and date of birth on the account must match the individual completing any courses. For example, do not use your own name and birthdate (parent/guardian) if the individual taking courses will be your child.
- Make sure there are no mistakes in the email address, or you will be unable to receive important communications such as password reset messages.
- To prevent false attribution of licenses, if you need to fix or change the name on the account, you will be required to contact U.S. Soccer.

4. On the page that appears:

- a. If you have ever been registered with U.S. Soccer as a referee, click on the button that says you have held a license before.
- b. If you have never been registered as a referee, click on the button that says you have never held a license.

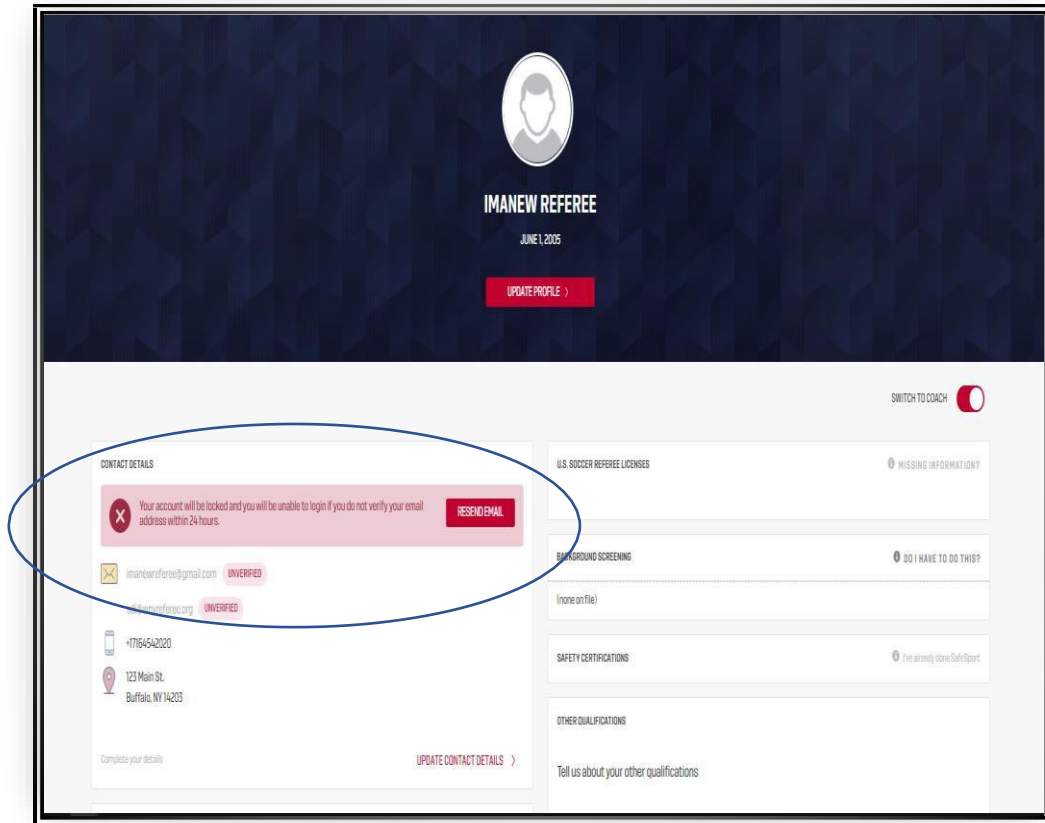


**ACCOUNT CREATED!** ×

We were unable to match your information with our historical data. If you have never held a referee license before, this is normal.

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5. You should see a page like the one below.



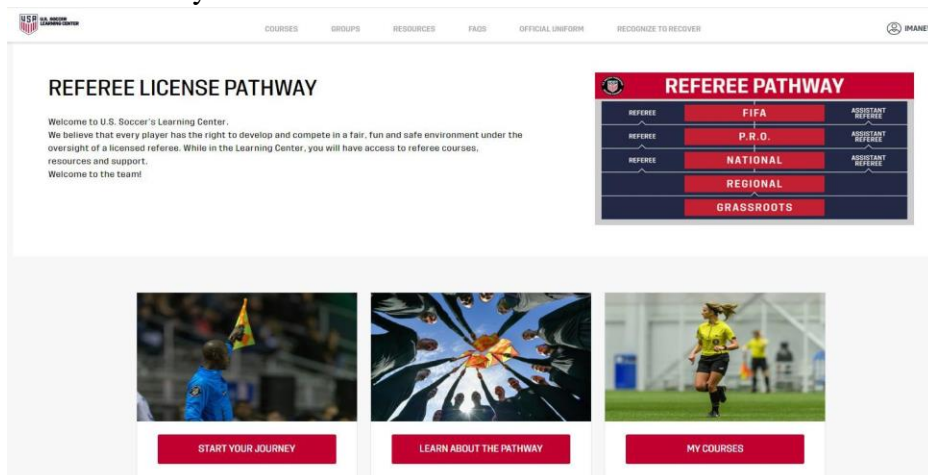
**IMPORTANT:** When you clicked the button in the previous step, U.S. Soccer automatically sent a verification email to the address(es) that you put in the account. Your Learning Center account is “locked” until both addresses are verified. Go to your email account (or BOTH email accounts if two addresses are listed) and you should find an email from U.S. Soccer (check spam if necessary). Open the email and click on the link to verify the address. **REPEATING: If there are two email addresses listed, the Learning Center account is not unlocked until both addresses are verified – meaning that the parent also must go to his/her email account and click the verify link.** (If you did not receive the verification email, click the “RESEND EMAIL” box in the circled area above.)

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6. When both emails have been verified, your browser should display a page like this. Click on “REFEREE PROGRAM”:



7. You will see the below page (the graphics might change) indicating that your account has been successfully created. **BOOKMARK THIS PAGE** – you will use it in the future to access your account.



**CONTINUE ON TO THE NEXT PAGE FOR INSTRUCTIONS ON COMPLETING THE REQUIREMENTS AT THE LEARNING CENTER. YOU MUST USE THE LINK ON THE FOLLOWING PAGE TO ACCESS THE TRAINING MODULE. DO NOT USE THE “COURSES” LINK THAT YOU WILL SEE AT THE LEARNING CENTER.**

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### COMPLETE YOUR ONLINE TRAINING AT THE LEARNING CENTER

**Please note: You should not be asked for payment at the Learning Center. If credit card information is requested, you are at the wrong link – stop and re-check the instructions. It's imperative that you use the link below to complete your online training.**

Your first session will be the U.S. Soccer online training material. **You must follow a specific link to ensure that you get credit for the training.** **Click here** to open the course page at the Learning Center, then bookmark the page. (There will not be a charge here.) If you want to start the lesson and return later to complete it, the bookmark will make it much easier. If the above link does not work, copy and paste this link in your browser:

<https://learning.ussoccer.com/referee/courses/available/10000006/details/10007502>

**You must complete the training using the above link. If you do not complete it, U.S. Soccer will reject your registration! Our Association has no control over this requirement.**

After you complete the entry training material, you must complete the “Safety Training” at the Learning Center.

- ALL REFEREES must complete the “Intro to Safety” training (about 45 minutes).
- If you are 18 years of age or older (or if you will turn 18 in 2024), you must ALSO complete the SafeSport Training (about 1.5 hours).

### To complete Safety Training at the US Soccer Learning Center:

1. Go to the Learning Center at [learning.ussoccer.com/referee](https://learning.ussoccer.com/referee).
2. Log in to your account. If you forgot your login information, use the “Forgot” links on that page. If that doesn't work, you need to contact [referee@ussoccer.org](mailto:referee@ussoccer.org) – we cannot help you recover your information.
3. At the top of the page, you'll see options – POINT to “Courses” **but don't click on it**. When you point to “Courses” a sub-menu will appear. In that sub-menu, click on “Available Courses.”
4. You'll see two buttons at the top. Click on “Supplemental Courses.” (It is grey and looks like it's inactive, but it will work when you click on it.)
5. In the column on the left, you will see options for SafeSport and Intro to Safety. Click on those links to complete the training. You'll be taken to the “Safeguarding” page where you will see several options:
  - a. The first is a link to update your profile if needed. You can go to this page any time to update your profile.
  - b. SafeSport – If you are aged 18 or older you must complete this session. If you will turn 18 during 2024, we recommend that you complete it now, but it isn't required for your registration.
  - c. Introduction to Safe and Healthy Playing Environments – All referees must complete this session.
  - d. Code of Conduct – You must accept the Code of Conduct.
  - e. Background Screening – Ignore this one. We do not use this background screening.